



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
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IN REPLY REFER TO:  
COMNAVREGSWINST 12510.1A

N04HD

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COMNAVREGSW INSTRUCTION 12510.1A

From: Commander, Navy Region Southwest

Subj: DELEGATION OF POSITION MANAGEMENT AND POSITION  
CLASSIFICATION AUTHORITY

Ref: (a) OPNAVINST 12500.3

Encl: (1) Management Officials to Whom Position Management and  
Position classification authority is delegated  
(2) Position Management and Classification Program  
Guidelines

1. Purpose. To promulgate Navy Region Southwest, San Diego  
position classification and position management program  
requirements as set forth in reference (a).

2. Cancellation. COMNAVREGSWINST 12510.1.

3. Background. Reference (a) delegates the determination of  
how, when, and to whom classification authority will be given  
for General Schedule and Federal Wage System positions.  
Commensurate with this authority is the responsibility to  
allocate the payroll budget and to determine organization  
structures in compliance with sound position management  
principles.

4. Policy. Commander, Navy Region Southwest (CNRSW) supports  
the policy that all positions and organizations be structured to  
achieve maximum efficiency and economy in support of the Region's  
mission. The delegation of position classification and payroll  
funding levels to line managers provide greater responsibility  
and accountability for managing civilian employment as an element  
of cost. To this end, this instruction delegates position  
classification, position management and payroll management  
authority to the Chief of Staff, Executive Director, Program  
Directors and Installation Commanding Officers. Position  
classification authority may not be exercised until after  
completion of required training in position classification and  
position management. Authority may not be redelegated to  
subordinate management officials. Officials designated in  
enclosure (1) may not classify their own positions. This  
delegation of authority is in addition to authority, which  
already resides in NRSW complex Installation Commanding Officer  
billets. Position classification authority is also delegated to  
the Human Resources Director as outlined in enclosure (1).

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5. Objectives. The major objectives of this policy are:

a. To establish a management-directed position management and position classification program which will permit increased flexibility and accountability of management and performance-based compensation to employees;

b. To allow greater managerial control over selected personnel functions; and

c. To provide a means to respond more effectively to the demands of any assigned mission.

6. Actions

a. The Director, Human Resources Office (Code N04HD) shall:

(1) Exercise classification authority for those positions for which authority has been delegated by the Commander to the Human Resources Office;

(2) Provide technical advice on classification and compensation to managers and supervisors;

(3) Train managers and supervisors in position classification;

(4) Administer and monitor the position classification program as set forth in reference (a) and this instruction. Such monitoring will include periodic review of management classified positions by rendering classification advisories and conducting audits as necessary; and,

(5) Ensure the intent of this instruction is properly implemented.

b. The Resource Management Office (Code N80) shall:

(1) Provide payroll guidance and cost controls to each Program Director;

(2) Implement a process for allocation of payroll dollar controls commensurate with the delegation of position classification authority;

(3) Periodically appraise command performance against payroll dollar controls; and

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(4) Train managers in payroll management policies.

c. All addressees shall:

(1) Comply with requirements contained in enclosure (2);

(2) At least annually, evaluate supervisors and managers, both military and civilian, to whom significant position management and classification authority have been delegated, for effectiveness of program execution;

(3) Assure the position management and position classification programs promote Command Equal Employment Opportunity Program objectives. In this regard, supervisors and managers should consider appropriate job design and reengineering to establish entry-level positions below the full performance level when filling positions at grades or in series in which women and minorities are underrepresented.

  
M. R. ALLEN  
Chief of Staff

Distribution:

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MANAGEMENT OFFICIALS TO WHOM  
POSITION MANAGEMENT AND POSITION CLASSIFICATION AUTHORITY IS  
DELEGATED

Position classification authority for positions assigned to Commander Navy Region Southwest, is delegated as follows:

1. Chief of Staff/Executive Director: Full authority to classify all positions within NRSW is hereby delegated to the incumbent of this billet.
2. Program Directors: Authority to classify positions within the assigned NRSW Program/Functions under the cognizance of each Program Director billet is hereby delegated to the respective incumbents. This authority is in addition to position classification authority, which already resides in those Program Director billets, which are installation commanding officers.
3. Director of Human Resources: Authority to classify command staff and support positions is hereby delegated to the incumbent of the Human Resources Director position. Exercise of this authority is subject to requirements of enclosure (2). The Commander/Deputy Commander as necessary may delegate in writing additional classification authority to this position. This classification authority may be redelegated in writing to Human Resources Site Office Directors.
4. Exercise of the authorities enumerated above is subject to the requirements outlined in enclosure (2), including additional approval procedures required in the establishment of High-Grade (GS-14 and GS-15) positions.

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POSITION MANAGEMENT AND POSITION CLASSIFICATION PROGRAM  
GUIDELINES

1. Definitions. The following definitions apply:

a. "Position" means all appropriated and non-appropriated fund civilian positions (graded and upgraded).

b. "Position Classification" is the grouping of positions by schedule, occupational group, series, class and grade according to differences in duties, responsibilities and qualifications requirements.

c. "Position Management" means organizing tasks into position structures, assigning duties and responsibilities to positions, and evaluating positions for need. Position management is line management's ongoing responsibility for structuring positions and organizations in a manner that optimizes economy, productivity and organization effectiveness. The basic objectives of position management are to (1) establish a position structure that achieves a proper balance among efficiency, economy, skills utilization, and employee motivation and development; (2) use the most effective work processes, equipment, procedures, methods and techniques; and (3) distribute personnel resources efficiently to aid in identifying, eliminating and preventing unnecessary organizational fragmentation, excessive layering and use of deputy and assistant positions, improper design of jobs, and inappropriate span of control.

2. Statutory/Regulatory Compliance. The delegations addressed in this instruction shall be exercised in conformance with all statutory and regulatory requirements associated with budget execution, position classification, and position management. Position classification actions must be consistent with the criteria contained in Title 5, U.S. Code, Position Classification Standards and Job Grading Standards issued by the Office of Personnel Management and Deputy Assistant Secretary of the Navy, and sound position management practices. This classification authority may not be used to reclassify positions which have been certified by Office of Personnel Management (OPM) or the Deputy Assistant Secretary of the Navy, or its predecessors, as in appeal decisions, unless there have been significant, all-encompassing changes to the duties of the position.

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3. Delegation of Authority and Responsibility

a. Managers designated in enclosure (1) of this instruction are delegated authority to classify all positions under their cognizance, with the exception of those listed in subparagraph b below. Line managers and supervisors are responsible for assigning work appropriate to each employee's position classification or for initiating action to change the classification if not descriptive of work assigned. The classification of positions is subject to the payroll assigned to that organization and the manager is responsible for managing to payroll.

b. The following types of positions are excluded from delegation to the manager:

(1) A manager is prohibited from classifying his or her own position; and,

(2) Classification authority for Human Resources Director positions is retained by the Deputy Assistant Secretary of the Navy (DASN) for Civilian Personnel/Equal Employment Opportunity.

c. Upon classifying position descriptions, managers shall forward them to the servicing HRO Site Office for processing.

d. Prior to taking a classification action on a High-Grade (GS-14 or GS-15) position, billet approval from the CNRSW Position Management Board is required. HRO staff will assist in preparation of PMB requests.

4. Director of Human Resources and HRO Site Office staff shall:

a. Exercise classification authority over those positions delegated by the Commander.

b. Provide technical documents and advice on classification and position management to managers and supervisors as requested.

c. Provide advisory services on individual actions upon request.

d. Provide appropriate classification and position management training for military and civilian managers and supervisors.

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e. Complete the processing of the Request for Personnel Action (RPA/electronic SF-52) and the Position Description/Job Description cover sheet (OF-8) to include all required information.

f. Maintain the original copies of all position descriptions in the Human Resources Office.

g. The Human Resources Director shall monitor the classification program on behalf of the Commander by sampling classification actions taken by managers and performing desk audits as deemed necessary. When the Director identifies a position, which is classified improperly, i.e., incorrect title, series, grade or pay plan, the HRO staff shall initiate discussion with the manager who classified the position in an attempt to eliminate any misclassification. If agreement cannot be reached, the matter will be referred to the Chief of Staff/Executive Director for final resolution.

5. Training. All managers, both military and civilian, who are delegated classification authority, must receive training in position classification and position management conducted by members of the Human Resources staff. This training must occur before the managers exercise the authority to classify positions.

6. Disagreements and Appeals. Resolution of disagreements over the correctness of position classifications and the structure of positions are to be made through the chain of command. The Chief of Staff/Executive Director has final authority for all classification decisions made within NRSW. Disagreements over the classification of a position shall be resolved promptly, equitably and whenever possible informally. Final resolution of disagreements will normally occur at the Program Director level, with consultation of the Director of Human Resources and Chief of Staff/Executive Director if necessary. Requests for reevaluation should be directed, via the first-line supervisor, to the manager who classified the position. Employees retain the right to appeal the correctness of the title, series, grade or pay category of their position using the appropriate formal classification appeal procedure. Information on the procedures for filing a formal appeal will be provided by HRO staff upon request. Prior to submission of an appeal to Department of Defense or the Office of Personnel Management for adjudication, HRO staff shall provide the Executive Director with an advisory opinion on the classification of the position.

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7. Revocation of Classification Authority. Classification authority and concurrent allocation of authorized payroll funding levels to line managers may be revoked and/or subsequently restored by the Commander. Reasons for revocation may include, but are not limited to,

- a. Consistent misclassification of positions;
- b. Consistent misuse of payroll funding to support specific positions; revocations will be in writing with a copy furnished to HRO (Code N04HD) and Resource Management (Code N80).

8. Accuracy of Position Descriptions. The accuracy of position/job descriptions shall be verified as part of the annual performance appraisal process by having the employee and supervisor discuss the accuracy of the position description. Certification of position description accuracy shall be annotated on the Performance Appraisal form (HRO Form 430.01). Positions filled below the target level will not require complete position descriptions for each grade level. It is understood such positions require either: performance of duties as described at the target level, but under closer supervision or specific/limited aspects of the target level. This policy statement will serve in lieu of documentation on the individual cover sheet (Optional Form 8); however, a separate OF-8 is required for each intervening grade level below the full performance level. This provision does not preclude Manage to Payroll managers from describing actual duties, which will be assigned at each intervening grade level, if desired.